

City of Albany

1000 SAN PABLO AVENUE • ALBANY, CALIFORNIA 94706-2295

September 15, 2010

CITY ADMINISTRATOR

PH. (510) 528-5710
FAX (510) 528-5797

CITY ATTORNEY

PH. (510) 528-5858
FAX (510) 526-9190

CITY CLERK

PH. (510) 528-5720
FAX (510) 528-5797

CITY COUNCIL

PH. (510) 528-5720
FAX (510) 528-5797

**COMMUNITY DEVELOPMENT &
ENVIRONMENTAL RESOURCES**

- Building
- Engineering
- Environmental Resources
- Maintenance
- Planning

PH. (510) 528-5760
FAX (510) 524-9359

**FINANCE & ADMINISTRATIVE
SERVICES**

CITY TREASURER

PH. (510) 528-5730
FAX (510) 528-2743

**FIRE & EMERGENCY MEDICAL
SERVICES**

PH. (510) 528-5771
FAX (510) 528-5774

PERSONNEL

PH. (510) 528-5714
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POLICE

PH. (510) 525-7300
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**RECREATION & COMMUNITY
SERVICES**

1249 Marin Avenue
PH. (510) 524-9283
FAX (510) 528-8914

- Friendship Club/
Childcare Program
PH. (510) 559-7220
- Senior Center
PH. (510) 524-9122
FAX (510) 524-8940
- Teen Center
PH. (510) 525-0576

Mr. Bruce Wolfe
Executive Officer
California Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Dear Mr. Wolfe:

Enclosed please find a copy of the City of Albany clean water annual report for FY 2009/2010.

For the purpose of transmittal of this information to the United States Environmental Protection Agency, the following certification is provided:

I certify under penalty of law that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

If there are questions concerning the report, please contact me at (510) 528-5754.

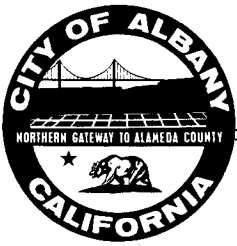
Sincerely,

Nicole Almaguer
Environmental Specialist

The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of the community, and providing a safe, healthy environment now and in the future.



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September 15, 2010

Mr. Bruce Wolfe

Executive Officer

California Regional Water Quality Control Board,

San Francisco Bay Region

1515 Clay St., Suite 1400

Oakland, CA 94612

**SUBJECT: SIGNATORY AUTHORITY AND CLEAN WATER PROGRAM
MANAGEMENT COMMITTEE REPRESENTATIVE**

Dear Mr. Wolfe:

Please be advised that Jeff Bond, Community Development Director, and Nicole Almaguer, Environmental Specialist, are duly authorized to sign all reports, certifications or other submittals required by the Regional Water Board and the Municipal Regional Stormwater Permit (NPDES Permit No. CAS612008 as may be amended, revised or reissued) on behalf of the City of Albany

Nicole Almaguer, Environmental Specialist, and Jeff Bond, Planning and Building Manager, and are also designated as City of Albany's primary and alternate representatives respectively to the Alameda Countywide Clean Water Program Management Committee. This designation is made pursuant to the Agreement to Implement the Alameda Countywide Clean Water Program.

If you have any questions, Nicole Almaguer can be reached by telephone at 510.528.5754 or by email at nalmaguer@albanyca.org. Jeff Bond can be reached by telephone at 510.528.5760 or by email at jbond@albanyca.org

Sincerely,

Beth Pollard

City Manager

cc: Jim Scanlin, ACCWP

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and providing a safe, healthy environment now and in the future.*



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Section 1 – Permittee Information

Background Information					
Permittee Name:		City of Albany			
Population:		16,444			
NPDES Permit No.:		CAS612008			
Order Number:		R2-2009-0074			
Reporting Time Period (month/year):		July / 2009 through June / 2010			
Name of the Responsible Authority:		Nicole Almaguer		Title:	Environmental Specialist
Mailing Address:		1000 San Pablo Avenue			
City:	Albany	Zip Code:	94706	County:	Alameda
Telephone Number:		5105285754	Fax Number:		5105249359
E-mail Address:		nalmaguer@albanyca.org			
Name of the Designated Stormwater Management Program Contact (if different from above):			Title:		
Department:		Community Development			
Mailing Address:					
City:		Zip Code:		County:	
Telephone Number:			Fax Number:		
E-mail Address:					

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The City's Maintenance Department is actively engaged in stormwater pollution prevention practices and adheres to the SWPPP for the Corp Yard.

C.2.a. ► Street and Road Repair and Maintenance

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and provide explanation in the comments section below.

<input checked="" type="checkbox"/>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<input checked="" type="checkbox"/>	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
<input checked="" type="checkbox"/>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
<input checked="" type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
<input checked="" type="checkbox"/>	Control of discharges from graffiti removal activities
<input checked="" type="checkbox"/>	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
<input checked="" type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal

Comments:

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: ☐ Yes ☒ No

If your answer is **No** then skip to C.2.e.

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L

(For FY 10-11 Annual Report only) Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

Attachments:						
(For FY 10-11 Annual Report only) Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):						
Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)

C.2.e. ► Rural Public Works Construction and Maintenance					
Does your municipality own/maintain rural ² roads:		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If your answer is No then skip to C.2.f.					
Place an X in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:					
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas				
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources				
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts				
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality				
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion				
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate				
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings				
Comments including listing increased maintenance in priority areas:					

² Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation			
Place an X in the boxes below that apply to your corporation yard(s):			
<input type="checkbox"/>	We do not have a corporation yard		
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit		
<input checked="" type="checkbox"/>	We certify that we have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)		
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:			
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment		
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system		
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method		
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used		
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants		
Comments: The City's Corp Yard activities are minimal, and the site is mostly used for equipment storage. Vehicle servicing is outsourced and conducted off site. The site does not have a fueling station.			
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:			
Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
City of Albany Maintenance Center	August 17, 2010	Facility in compliance. Verbal notice issued regarding outdoor storage. Referenced on-site SWPPP.	Re-inspect annually.

Section 3 - Provision C.3 Reporting New Development and Redevelopment

C.3.a. ► New Development and Redevelopment Performance Standard Implementation Summary Report

(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8). [[= NOTE: This is NOT required in the current annual report.==]]

Summary:

This item will be reported on in the FY 10-11 Annual Report as required.

C.3.b. ► Green Streets Status Report

(All projects to be completed by December 1, 2014)

On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard. [Note: this applies only to agencies planning to implement pilot green streets projects. If you are planning a pilot green streets project, summarize project status.]

Summary:

No new streets/sections developed during reporting period.

C.3.b.v.(1) ► Regulated Projects Reporting Table

Fill in attached table C.3.b.v.(1) or attach your own table including the same information

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information
(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.
Summary: To date the City does not have any projects that met size threshold/required installation stormwater treatment systems.
(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).
Summary: To date the City does not have any projects that met size threshold/required installation of stormwater treatment systems.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period							[[== NOTE: Report only projects APPROVED in FY 2009/10 ==]]			
Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area ⁷ (ft ²)	Total Pre-Project Impervious Surface Area ⁸ (ft ²)	Total Post-Project Impervious Surface Area ⁹ (ft ²)
Private Projects										
none										
Public Projects										
none										

³ Include cross streets.

⁴ If a project is being constructed in phases, use a separate row entry for each phase.

⁵ Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

⁶ State the watershed(s) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).

⁷ State both the total new impervious surface area and the total replaced impervious surface area, as applicable.

⁸ For redevelopment projects, state the pre-project impervious surface area.

⁹ For redevelopment projects, state the post-project impervious surface area.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period								[[== NOTE: Report only projects APPROVED in FY 2009/10 ==]]	
Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
Private Projects									
none									
Public Projects									
none									

¹⁰ For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

¹¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

¹⁴ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners’ association; O&M by public entity, etc…) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

¹⁵ See Provision C.3.d. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

¹⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

¹⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

¹⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁹ If HM control is not required, state why not.

²⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Fill in table below or attach your own table including the same information. [[!= Obtain information from the stormwater treatment BMP O&M inspection forms completed during O&M inspections ==]]							
Facility/Site Inspected and Location	Party Responsible ²¹ For Maintenance	Date of Inspection	Type of Inspection ²²	Type of Treatment/HM Control(s) Inspected ²³	Inspection Findings or Results ²⁴	Enforcement Action Taken ²⁵	Comments
none							

²¹ State the responsible operator for installed stormwater treatment systems and HM controls.

²² State the type of inspection (e.g., annual, follow-up, spot, etc.).

²³ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

²⁴ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

²⁵ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

C.4.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites?

☒ Yes ☐ No

If **No**, explain:

C.4.c.ii.(5) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?

☒ Yes ☐ No

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

Inspection fields have been updated, inspection data is maintained in paper format and electronically in the updated database. Inspections results are evaluated to determine whether any changes need to occur regarding the priority for inspection that is assigned to any particular site.

C.4.b.i. ► Business Inspection Plan

(For FY 09-10 Annual Report only) Do you have a Business Inspection Plan?

☒ Yes ☐ No

If **No**, explain:

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

See attached Inspection Plan and business list.

C.4.b.iii.(2) ► Facilities Scheduled for Inspection

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

See attached Inspection Plan and business list.

C.4.c.iii.(1) ► Facility Inspections

Fill out the following table or attach a summary of the following information.

	Number	Percent
Number of businesses inspected (if known)	12	100
Total number of inspections conducted	12	100
Violations issued (excluding verbal warnings)	0	
Sites inspected in violation	0	
Violations ¹ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	N/A	

¹ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

Fill out the following table or attach a summary of the following information.

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. non-stormwater discharge)	0

Potential discharge (e.g. BMPs not in place or ineffective)	0
---	---

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ¹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ²
Level 1	Verbal	4	100
Level 2			
Level 3			
Level 4			
Total		4	100

Notes:

¹Agencies to list specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.4.c.iii.(3) ► Types of Violations Noted by Business Category

Fill out the following table or attach a summary of the following information.

Business Category ¹	Actual Discharge Violations	Potential Discharge Violations
Food Service/Retail	0	4
Auto-Related	0	0
Industrial	0	0
Grocery/Retail	0	0
Cleaning	0	0

Notes:

¹ List your Program's standard business categories.

C.4.c.iii.(4) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

None.

C.4.d.iii ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Clean Water Program Inspector Training for Businesses and Illicit Discharges	October 15, 2009	Urban runoff pollution prevention, Inspection procedures, and Illicit Discharge Detection, Elimination and follow-up.	1	100%

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

C.5.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance?

☒

Yes

☐ No

If **No**, explain:

C.5.b.ii.(4) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?

☒

Yes

☐ No

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

Incidents are tracked in a database. Coordination between different staff involved with illicit discharge response is ongoing to ensure new permit requirements are satisfied. Enforcement Response Plan, Business Inspection Plan and Illicit Discharge Response Plan are reviewed regularly to ensure they are appropriately customized for most effective program. Additionally, staff is updating violation cards for use in the field during inspections.

C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Albany Fire Department	Illicit Discharges/Spills	5105285770
Community Development Department	Building Inspector – Construction related discharges	5105285760

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description: See Clean Water Program FY 2009/10 Report. See BASMAA FY 2009/10 report on mobile surface cleaners program.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

Screening points include the City's commercial areas as well as creeks, the waterfront, and any sites adjacent to waterways. Inspection staff monitors screening points on a quarterly basis, (and ongoing as out in the field). Based on ongoing screening, no illicit discharges were identified. Typically, the most visible issue involves trash accumulation, which is being addressed with trash capture requirements.

C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	8	100%
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	4	
Discharges resolved in a timely manner (C.5.f.iii.(3))	8	

C.5.f.iii.(4) ► Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

Majority of discharges involved construction-related activity, one sanitary sewer issue at curb, and restaurant wash waters.

Section 6 – Provision C.6 Construction Site Controls

C.6.a.iii ► Legal Authority

(For FY 09-10 Annual Report only) Is your agency's legal authority adequate for C.6 compliance?

☒ Yes ☐ No

If **No**, explain:

C.6.b.ii.(3) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Was your Enforcement Response Plan developed and implemented by April 1, 2010?

☒ Yes ☐ No

If **No**, explain:

C.6.e.iii.1.a, b, c ► Site/Inspection Totals

[[= Totals are calculated at the bottom of the Construction Site Inspections Tracking Spreadsheet =]]

Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
0	0	0 (the City does not have any development projects of this size and/or priority, (typically we receive small single-family residential additions & minor commercial additions) however all construction site inspections include consideration of stormwater runoff quality.

C.6.e.iii.1.d ► Construction Activities Storm Water Violations			[[== Totals and percentages are calculated at the bottom of the Construction Site Inspections Tracking Spreadsheet ==]]
BMP Category	Number of Violations ¹	% of Total Violations ²	
Erosion Control	0		
Run-on and Run-off Control	0		
Sediment Control	0		
Active Treatment Systems	0		
Good Site Management	0		
Non Stormwater Management	0		
Total		100%	

Notes:

¹Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.

²Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

C.6.e.iii.1.e ► Construction related storm water enforcement actions				[[== Totals and percentages are calculated at the bottom of the Construction Site Inspections Tracking Spreadsheet ==]]
	Enforcement Action (as listed in ERP) ¹	Number Enforcement Actions Taken	% Enforcement Actions Taken ²	
Level 1			100%	
Level 2				
Level 3				
Level 4				
Total	0	0	100%	

Notes:

¹Agencies should list the specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.6.e.iii.1.f, g ► Illicit Discharges		[[== Total number of illicit discharges is calculated at bottom of the Construction Site Inspections Tracking Spreadsheet. A manual count is needed to identify the number of SITES with illicit discharges.==]]	
		Number	
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)		0	
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)		0	

C.6.e.iii.1.h, i ► Violation Correction Times		[[== The totals are calculated at bottom of the Construction Site Inspections Tracking Spreadsheet. ==]]	
		Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)		0	100% ²
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)		0	100% ³
Total number of violations for the reporting year ¹		0	100%

Notes:

¹Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

²Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

³Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

C.6.e.iii.(2) ► Evaluation of Inspection Data
Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).
<p>Description:</p> <p>The City does not have any projects disturbing < 1 acre of soil that are of high priority type, or any projects or disturbing ≥ 1 acre of soil. The majority of projects in the city involve small residential additions, and minor commercial additions/retrofits. All construction projects are monitored for compliance with stormwater quality as part of the City's ongoing inspection program. Verbal warnings are given to sites with uncovered stock-piles during rainy season, and for sites that have not properly contained loose debris.</p>

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:

The City's inspection program consists of one inspector and is supported by the City's Fire Department Inspector as needed. Given the limited number of regulated projects to date, the City makes every effort ensure all construction projects are in compliance with stormwater quality regulations. Administrative and Inspection staff is aware of the requirements for regulated projects relating to inspection, and will implement if/when a project meeting the criteria arises.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Clean Water Program Training the Trainers Session on MRP Construction Site Inspection Requirements	March 9, 2010	Permit requirements, ERP requirements, tools for construction site inspections and tracking	1 Inspector 1 Planning Manager	100%

Section 7 – Provision C.7. Public Information and Outreach

C.7.b.ii.1 ► Advertising Campaign

Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary: See BASMAA FY 2009/10 report on the BASMAA Regional Advertising Campaign.

C.7.b.iii.1 ► Pre-Campaign Survey

(For the FY 10-11 Annual Report only) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information:

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

☐ NA Survey report attached

☐ NA Reference to regional submittal:

C.7.c ► Media Relations

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary: See BASMAA FY 2009/10 report on the Regional Media Relations effort.

C.7.d ► Stormwater Point of Contact

(For FY 09-10 Annual Report only, unless changes made) Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary: See BASMAA FY 2009/10 report on the Regional point of contact. See Clean Water Program FY 2009/10 Report for details on countywide point of contact. City's website and printed materials include information on who to contact for Clean Water Program items. General information is referred to the Environmental Services Division. The City's Fire Department is listed as the point of contact for Illicit Discharges.

C.7.e ► Public Outreach Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
 Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Identify type of event (e.g., school fair, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscene presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Estimated overall attendance at the event. • Number of people that visited the booth, comparison with previous years • Number of brochures and giveaways distributed • Results of any spot surveys conducted
Clean Water Program exhibit at the Alameda County Fair (countywide event).	See Clean Water Program FY 2009/10 Report.	See Clean Water Program FY 2009/10 Report.
Solano Stroll	Public street fair along Solano Avenue. City table includes a number of stormwater education materials and handouts.	<ul style="list-style-type: none"> • Estimated overall attendance at the event: 200,000 • Number of people that visited the booth: 600

		<ul style="list-style-type: none"> • Number of brochures and giveaways distributed: 150 brochures/giveaways
Arts & Green Festival	City festival to provide community entertainment and education. Education (brochures, workshops, discussions) provided regarding watershed awareness, bay friendly landscaping, water conservation, and pollution prevention.	<ul style="list-style-type: none"> • Estimated overall attendance at the event.: 400 • Number of people that visited the booth: 150 • Number of brochures and giveaways distributed: 100 • Input provided regarding city's climate action plan – stormwater & water conservation elements. All respondents were in high support of incentives for "green" development & water reuse.
4 th of July Festival		<ul style="list-style-type: none"> • Estimated overall attendance at the event.: 500 • Number of people that visited the booth: 200 • Number of brochures and giveaways distributed: 150 • Input provided regarding city's climate action plan – stormwater & water conservation elements. All respondents were in high support of incentives for "green" development & water reuse.

C.7.f. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary: See Clean Water Program FY 2009/10 Report.

The City provides support to the Friends of 5 Creeks and to the local Watershed Council on matters related to local creeks, grant projects, event promotion, and site access including meeting space.

C.7.g. ► Citizen Involvement Events

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional.	Describe activity (e.g., creek clean-up, storm drain marking etc.)	Provide general staff feedback on the event. Provide other evaluation details such as: <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume). • Number of inlets marked. • Data trends
Earth Day Shoreline Cleanup (local event)	Cleanup along the City's waterfront and beach area.	Approximately 150 participants, approximately 5 acres of waterfront/bay trail area. Removal of approximately 1500 lbs of trash.
Coastal Cleanup (regional event – local site)	Cleanup along the City's waterfront and beach area.	Approximately 250 participants, approximately 5 acres of waterfront/bay trail area. Removal of approximately 2300 lbs of trash.
Adopt-A-Trail Volunteer Program	Volunteer program to clean up shoreline area. Volunteer service on-going.	Approximately 10 volunteers conduct cleanup efforts on an ongoing basis.

Community Stewardship Grants	See Clean Water Program FY 2009/10 Report.	See Clean Water Program FY 2009/10 Report.
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C.7.h. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.
 Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Educational Services	See Clean Water Program FY 2009/10 Report.		
Watershed Awareness Program	Educational program for elementary schools (3 rd grade level) and middle school (6 th grade level). Lessons involve watershed awareness and litter prevention.	10 elementary classes & all 6 th grade middle school science classes.	Teachers provided positive response to evaluation forms. Students demonstrated increased awareness of material based on pre/post tests during lessons.

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ► Adopt an Integrated Pest Management (IPM) Policy or Ordinance			
(For FY 09-10 Annual Report only) Attach a copy of your individual IPM ordinance or policy.	<input checked="" type="checkbox"/>	Attached	<input type="checkbox"/> Not attached, explain below
If Not attached , explain:			
C.9.b ► Implement IPM Policy or Ordinance			
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.			
Summary: Per the City's IPM Policy, staff is not allowed to use pesticides without special permission/notice. To date no requests have been made by staff.			
C.9.c ► Train Municipal Employees			
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	0		
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.	5		
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.	100%		

C.9.d ► Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, attach one of the following:				
<input type="checkbox"/>	Contract specifications that require adherence to your IPM policy and standard operating procedures, OR			
<input type="checkbox"/>	Copy(ies) of the contractors' IPM certification(s) or equivalent, OR			
<input type="checkbox"/>	Equivalent documentation.			
If not attached, explain:				

C.9.e ► Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected OR reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.
Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

C.9.f ► Interface with County Agricultural Commissioners

Provide a summary of improper pesticide usage reported to County Agricultural Commissioners and follow-up actions to correct violations, if any. A separate report can be attached as your summary.
Summary: See Clean Water Program FY 2009/10 Annual Report. No reports of improper pesticide use were reported to the County Agricultural Commissioner.

C.9.h.ii ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); OR reference a report of a regional effort for public outreach in which your agency participates.
Summary: See description of Our Water Our World activities in the Clean Water Program FY 2009/10 Report. See BASMAA FY 2009/10 report on the Our Water Our World program.

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C.9.h.vi ► Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); OR reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.
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Summary: See Clean Water Program FY 2009/10 Report.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Short-Term Trash Loading Reduction Plan

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description: *Staff has coordinated with neighboring city staff to discuss trash levels along the Cerrito Creek, and protocol for working collaboratively at this location. Additionally, staff has discussed issue of trash cleanup with garbage company to help ensure any debris coming from trash carts during servicing is appropriately cleaned from street. Additionally, a Polystyrene ban was implemented, effectively banning the use of polystyrene products within the City, and staff is currently pursuing development of a single use bag reduction program.*

C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and develop a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description: *Visual surveys have been conducted (and are ongoing) throughout the city to determine areas that seem prone to increased levels of trash.*

C.10.a.iii ► Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide a description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description: *Engineering staff attended the workshop demonstrating trash capture devices, and are working to determine the most appropriate type of trash capture devices. The City is in process of reviewing the agreement with SFEP to select trash capture devices.*

C.10.b.iii ► Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Provide required photo documentation.

Fill out the following table or attach a summary of the following information.

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Albany Shoreline	Future: September 25, 2010	Will be reported in FY 10-11		

C.10.d ► Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Dropoff Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
Education and Outreach Efforts	Ongoing	Focus on litter reduction, increased focus on student population.	Not available	Litter
Curbside Recycling Programs	2004	Commingled recycling (residential & commercial)	2009 Residential tonnage: 2580 2009 Commercial tonnage: 875	Recyclable materials
Free Trash Pickup/Dropoff Days	2004	Bulky waste collection	Not available (combined with overall hauled tonnage)	Recyclable materials, electronics, large furniture
County HHW Program Activities	Ongoing	HHW materials (mercury, pesticides, etc)	Included in County totals	Batteries, bulbs, paints, pesticides, etc.

FY 2009-2010 Annual Report
Permittee Name: City of Albany

C.10 – Trash Load Reduction

Improved Trash Bin Management	2004	Servicing of bins weekly, city cans 3x/week. Researching opportunity for solar trash-compactor cans.	Not available (combined with overall hauled tonnage)	General trash
Inspection/Maintenance of Storm Drain Outfalls	Ongoing	Prior to rain season & as needed	Varies per inspection	General Trash/organics
Litter Pickup and Control	Ongoing	As needed/reported	Varies per call	General trash/household dumping
Removal of Homeless Encampments	Ongoing	As needed/reported	Varies per site	General trash/human waste
Source Controls/Bans/Prohibitions	2007	Polystyrene ban & plastic bag discouragement	All food service ware at retail food establishments	Polystyrene & single use plastic bags
Street Sweeping Activities	2005	Enhanced with no parking signage and monthly sweeping. Weekly in commercial/high traffic areas	Varies by month	General street debris/litter
Storm Drain Signage/Marking	Ongoing	Maintained as needed, volunteers	Varies by project	Litter/dumping
Volunteer Creek Cleanups	Ongoing	2 per year plus volunteers ongoing	Varies by event	Litter/dumping/downstream runoff

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

The City developed and distributed a brochure identifying how to properly dispose of mercury containing items and locations accepting these materials. Additionally, information is posted on the City's website and cable TV. All mercury-containing products used within city facilities are collected and recycled.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected:

The City recycled approximately 65 florescent bulbs from city facilities during this reporting period. Additionally, Alameda County Household Hazardous Waste recycled approximately 34,458 pounds of mercury containing fluorescent tube and compact lamps during FY 08/09, 09/10 tonnages will not be available until late September 2010.

The methodologies for estimating the mass of mercury collected through mercury collection and recycling efforts are currently in development and are due to the Water Board by September 15, 2010 (See POC and Monitoring Regional Supplement). Therefore, estimates could not be made for FY 09-10. Estimates of the mass of mercury collected through recycling efforts during FY 10-11 will be provided with the FY 10-11 Annual Report (see FY 10-11 BASMAA Regional POC Report).

C.11.b ► Monitor Methylmercury
C.11.c ► Pilot Projects to Investigate and Abate Mercury Sources in Drainages
C.11.d ► Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices
C.11.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit
C.11.f ► Diversion of Dry Weather and First Flush Flows to POTWs
C.11.g ► Monitor Stormwater Mercury Pollutant Loads and Loads Reduced
C.11.h ► Fate and Transport Study of Mercury In Urban Runoff
C.11.i ► Development of a Risk Reduction Program Implemented Throughout the Region
C.11.j ► Develop Allocation Sharing Scheme with Caltrans

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

Section 12 - Provision C.12 PCBs Controls

C.12.a.i,iii ► Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description: See Clean Water Program FY 2009/10 Report. The City's inspector attended the recent training. Additionally, inspection staff has received and reviewed the pollutants of concern training materials including an electronic power point presentation and the inspector's guidance manual.

C.12.a.ii,iii ► Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description: This item will be included in FY 10-11

C.12.b ► Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities
C.12.c ► Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations
C.12.d ► Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices
C.12.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit
C.12.f ► Diversion of Dry Weather and First Flush Flows to POTWs
C.12.g ► Monitor Stormwater PCB Pollutant Loads and Loads Reduced
C.12.h ► Fate and Transport Study of PCBs In Urban Runoff
C.12.i ► Development of a Risk Reduction Program Implemented Throughout the Region

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ► Legal Authority: Architectural Copper

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 This item will be reported on during FY 10/11

C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If **No**, explain and provide schedule for obtaining authority within 1 year:
 This item will be reported on during FY 10/11

C.13.c ► Vehicle Brake Pads

See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

C.13.d.iii ► Industrial Sources Copper Reduction Results

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary

Inspections at auto-related businesses that have affiliation with dismantling are conducted to determine any potential for discharge and changes are requested if issues arise. Most auto-related businesses are conducting repair as opposed to dismantling. The City has a limited number of industrial facilities (1-2) that may be associated

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C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary: See BASMAA MRP Regional Supplement for POCs and Monitoring Annual Reporting for FY 2009/2010.

Section 15 - Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If No , skip to C.15.b.vi.(2):				
If Yes , Complete the attached reporting tables or attach your own table with the same information. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements.				
Summary:				

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

<p>Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:</p> <ul style="list-style-type: none"> • Promote conservation programs • Promote outreach for less toxic pest control and landscape management • Promote use of drought tolerant and native vegetation • Promote outreach messages to encourage appropriate watering/irrigation practices • Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.
<p>Summary:</p> <p>The City has adopted and implemented a bay friendly landscaping/Green Building ordinance which is applicable to all development projects. Drought tolerant & native vegetation is promoted by the city for all community, and plants and trees are provided at no cost/subsidized cost for residents. The City also conducts a significant amount of outreach (workshops, educational fairs, block planting parties) regarding water conservation and bay friendly vegetation, including weed removal, mulch application and planting at city green spaces throughout the urban area including city streets. The City's climate action plan also calls for a number of actions to take regarding water conservation, which will be implemented over the next two fiscal years. Additionally, city inspection staff conducts ongoing monitoring for any locations with excessive watering/irrigation.</p>

C.15.b.iii.(1) ►Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ¹ (NTU)	Implemented BMPs & Corrective Actions
None										

Notes:
¹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ►Unplanned Discharges of the Potable Water System														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual ² (mg/L)	pH ² (standard units)	Discharge Turbidity (Visual) ² .	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁴	Inspector arrival time	Responding crew arrival time
None														

Notes:

1. This table contains all of the unplanned discharges that occurred in this FY.

2. Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges report all of the data collected.

4. Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

**INTEGRATED PEST MANAGEMENT
POLICY AND REGULATION
12/13/07**

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Section 1. Purpose and Goals

With the knowledge and understanding that we are all stewards of the earth, it shall be the policy of the City of Albany with regard to City property:

- 1) To focus on long-term pest prevention, to eliminate the use of pesticides to the maximum extent feasible, and to employ non-chemical methods first when it is determined that intervention is necessary to control a pest; and
- 2) To use natural fertilization methods and products to promote soil and plant health to the maximum extent feasible and to eliminate use of non-organic fertilizers.

This policy is developed to fulfill the following 2004 *Albany Parks and Recreation Master Plan* goal:

“Develop a pest management policy that favors the use of organic or natural methods. Through a thorough and public process, consider the careful and limited use of chemicals of the least toxic nature.”

The intent of this policy is to protect human health and the environment and to establish a set of standard practices for design, maintenance, and operation of buildings and landscaping to minimize pest problems, address any pest problems by non-chemical methods, and to employ only the least-toxic chemical methods as a last resort and in the context of carefully integrated pest management planning to prevent the need for repeated use of chemical controls.

Integrated pest management, or IPM, is an approach to pest control that utilizes regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological, and educational tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. Least-toxic chemical controls are used as a last resort.

In IPM programs, treatments are not made according to a predetermined schedule; they are made only when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage. Treatments are chosen and timed to be most effective and least disruptive to natural pest controls.

This policy formalizes the City’s current informal practice to refrain from the use of pesticides, herbicides, fungicides, or similar products for purposes of pest control.

The City wishes to ensure that its purchases and its use of public resources are consistent with IPM policies and practices, that the City plays a leadership role in developing both ecologically sensitive and aesthetically pleasing landscapes and structures, and that the City models environmental stewardship in its buildings and grounds maintenance practices.

The City, in carrying out its operations, shall follow the Precautionary Principle and assume that pesticides pose risks to human health and the environment, with special risks to children.

Section 2. Applicability

1 This Policy shall apply to all City owned, operated or maintained property, buildings or
2 facilities, including sidewalk areas in the City's right-of-way, and shall apply to all City
3 departments and contractors.

4
5 All contractors affected by this policy:

- 6 a) Shall submit to the City department an IPM implementation plan consistent with
7 the terms of this policy and associated policies.
- 8 b) Shall comply with the recordkeeping provisions of this policy.
- 9 c) Shall be thoroughly informed regarding the requirements of the City's IPM
10 Program.
- 11 d) May be invited to attend any relevant staff IPM education and training activities.

12
13 The IPM Coordinator is responsible for ensuring that all City contractors are educated
14 about, and comply with, the requirements of the City IPM Program and the requirements
15 of this policy and associated policies.

16
17 Residents renting community garden space from the City shall be considered contractors
18 for the purposes of this policy and shall comply with the City's IPM program
19 requirements.

20 21 **Section 3. Fundamental Elements of IPM Program**

22
23 City departments shall give preference to reasonably available non-pesticide alternatives
24 and shall follow the IPM approach outlined below:

- 25
26 1. Design and Construction. Design, build, and remodel/repair indoor and
27 outdoor areas to eliminate pest habitats and to be maintainable with organic
28 fertilizers.
- 29
30 2. Pest Monitoring. When pests are detected, monitor each pest ecosystem to
31 determine pest population, size, occurrence, and whether or not natural
32 enemies are present. Identify decisions and practices that could affect pest
33 populations and keep records of all of this monitoring.
- 34
35 3. Pest Thresholds. When pests are detected, set for each pest at each site a
36 threshold injury level, based on how much biological, aesthetic, or economic
37 damage the site can tolerate, and identify an IPM implementation plan for
38 each pest at each site.
- 39
40 4. Treatment Alternatives and Criteria. Consider the full range of treatment
41 alternatives for a pest, including no action. Develop precise criteria for
42 determining when action is necessary and when an action has proven
43 inadequate to manage a pest.
- 44
45 5. Employ Non-Pesticide Management First: If action is determined to be
46 necessary, employ non-pesticide management tactics first, as follows:

- a. Modify maintenance and management practices, including but not limited to: fertilization, watering, mulching, waste management, and food storage;
 - b. Modify pest ecosystems to reduce food and living space;
 - c. Use physical controls such as hand-weeding, mechanical removal, traps, and barriers;
 - d. Use biological controls (introducing or enhancing pests' natural enemies);
 - e. Redesign the landscape or building environment to eliminate pests; and
 - f. Monitor treatment to evaluate effectiveness, and keep monitoring records and include them in the IPM implementation plan.
6. Use Chemicals as a Last Resort: Consider the use of chemicals only as a last resort and a temporary measure within a long-term IPM treatment plan designed to eliminate the need for chemical controls, following the principles below. If chemicals are determined to be necessary:
- a. Select only the least-toxic chemicals that are least disruptive to the environment, as specified on the Reduced Risk Pesticide List (see item 8 below in this section);
 - b. Apply pesticides in a manner that protects public health and demonstrates environmental stewardship;
 - c. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use, and local conditions;
 - d. If pesticides are to be used on a landscape, obtain a Pest Control Advisor Recommendation, as required by law;
 - e. Have pesticides applied only by a licensed Pest Control Operator;
 - f. Follow specific public notification and posting requirements as detailed in the Posting/Notice of Pesticide Use section of these regulations below; and
 - g. Fertilize plants based on confirmed need (e.g., based on soil testing).
7. Criteria for Pesticide Use and Priorities During Transition to IPM: Pesticides will not be used to control pests for aesthetic or economic reasons alone. Budget and staffing considerations alone will not be justification for use of chemical controls, and the City will strive to eliminate the use of chemical controls. As the City transitions to IPM, priority will be given to reduce or eliminate pesticides near watercourses and riparian areas and in areas heavily used by children.
8. Reduced Risk Pesticide List (RRPL): Establish, in accord with the provisions of this policy and associated policies, a *Reduced Risk Pesticide List (RRPL)* of chemical controls that can be employed if all other non-chemical methods have been attempted and it is documented that they have failed to control a pest that threatens significant health or economic damage.
9. Chemicals Banned from Use: U.S. Environmental Protection Agency (EPA) Category I and II pesticides shall be banned from use in the City as well as any pesticide containing a chemical identified by the State of California as a

chemical known to the State to cause cancer or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986, any pesticide known to be an endocrine disrupter or neurotoxin, and any pesticide classified as a human carcinogen, probable human carcinogen or possible human carcinogen by the United States Environmental Protection Agency, Office of Prevention, Pesticides and Toxic Substances, the State of California, the National Toxicology Program, or the International Agency for Research on Cancer.

10. Exemption Process: Establish, in accord with the provisions of this policy and associated policies, an exemption process for use in a particular, limited situation of a particular pesticide not on the RRPL when all non-chemical methods and appropriate products from the RRPL fail to control a pest that threatens significant health or economic damage. Establish appropriate time frames for requesting emergency exemptions in situations when there is an immediate threat of health or economic damage. The exemption procedure will also be required for use of any chemical control in designated Special Protection Zones (which are defined in the Special Protection Zones section of this policy).
11. Environmentally Preferable Fertilizer List (EPFL): Establish, in accord with the provision of this policy and associated policies, an Environmentally Preferable Fertilizer List (EPFL).
12. Conduct Ongoing Educational Programs:
 - a. To acquaint staff with pest biologies, the IPM approach, new IPM strategies as they become known, and toxicology of pesticides proposed for use; and
 - b. To inform the public of the City's attempt to reduce pesticide use, to respond to questions from the public about the City's pest management practices, and to inform the public about the dangers of pesticides and synthetic fertilizers, and to encourage residents to use non-toxic strategies for pest and landscape management.
13. Staffing and Oversight Committee: Employ a professional IPM Advisor, designate an IPM Coordinator for the City, form an IPM Team made up of City staff involved with execution of the City's IPM policy, and form an IPM Oversight Committee made up of City Park and Recreation Commission members and members of the public.
14. IPM Implementation Manual: Prepare and update at least annually an *IPM Implementation Manual* with IPM plans for each City site and identified pest.
15. Annual Report: Prepare, at a minimum, an annual report to the City Council detailing pest management practices and all pesticide use, including: the product used, method of application and notice given, reason for pesticide use,

1 long-term plan to control the identified pest without additional chemical
2 control, and outcome of pesticide use.

- 3
4 16. Federal, State, and Local Laws: Nothing in this policy is intended to apply to
5 pesticide applications that are required to comply with federal, state, or local
6 laws or regulations.

7
8 **Section 4. Definitions**

9
10 As used in this document, the terms below are understood to mean:

11
12 *Best Management Practices (BMPs)* – best management practices (BMPs) are a set of
13 guidelines or procedures that have been determined, as part of an overall program, to be
14 an effective and practical (technically, socially, and economically) method for reducing,
15 preventing, or controlling undesirable effects of management; promoting or maintaining
16 beneficial effects of management; and/or protecting the environment or
17 natural habitat.

18
19 *Chemical methods* – pest control methods involving use of chemical agents that fall
20 under the definition of “pesticide” below.

21
22 *Contract* – a binding written agreement, including but not limited to a contract, lease,
23 permit, license, or easement between a person, firm, corporation, or other entity,
24 including a governmental entity, and the City, which grants a right to use or occupy
25 property of the City for a specified purpose or purposes.

26
27 *Contractor* – a person, firm, corporation or other entity, including governmental entity,
28 that enters into a contract with the City.

29
30 *Emergency* – pest outbreak that poses an immediate threat to public health or risk of
31 significant economic or environmental damage.

32
33 *Exemption* – process by which materials not on the Reduced Risk Pesticide List or
34 Environmentally Preferable Fertilizer List can temporarily be used, but only after all
35 alternatives have been reviewed, evaluated, and/or implemented.

36
37 *Fertilizer* – a single or blended substance containing one or more recognized plant
38 nutrient(s) that is used primarily for its plant nutrient content and that is designed for use
39 or claimed to have value in promoting plant growth.

40
41 *Integrated pest management (IPM)* – an approach to pest control that designs and
42 maintains landscapes to prevent pest infestation (including promotion of soil health),
43 gives priority to natural and organic methods of pest management and soil maintenance,
44 utilizes regular monitoring to determine if and when treatments are needed and employs
45 physical, mechanical, cultural, biological, and educational tactics to keep pest numbers
46 low enough to prevent intolerable damage or annoyance. Least-toxic chemical controls

are used as a last resort. In IPM programs, treatments are not made according to a predetermined schedule; they are made only when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage. Treatments are chosen and timed to be most effective and least disruptive to natural pest controls.

IPM Implementation Manual – a regularly updated reference and guidance document that contains all the information, methods, strategies, and responsibilities for day-to-day use by city staff in carrying out the City’s IPM program. Information will include, but not be limited to, pests identified on City property, pest ecosystems and natural enemies, behaviors and cultural practices that could affect pest populations, pest thresholds, treatment alternatives, and preparation and use of an IPM Plan, with non-chemical methods to be attempted first and least-toxic chemical methods that may be advisable if non-chemical control methods fail, long-term plans to avoid need for use (or re-use) of chemical controls.

IPM Plan – a living and adaptable reference and planning document that incorporates all available information from any source on the pest, the site, and all available tactics and methods that can be used to manage the pest. From this information a strategy is formulated, implemented, and monitored for efficacy. Adjustments to the plan, based on monitoring, are made as needed to increase the effectiveness of the strategy to manage the pest problem within acceptable limits.

Least-toxic pesticide – pesticide that has the desired effect on the target pest while having the lowest adverse effects on non-target species and the environment. Substance known to cause extremely limited or no adverse physiological effects in animals, plants, humans, or the environment.

Non-chemical methods – physical, mechanical, biological, cultural, and educational strategies for pest control.

Natural fertilizer – substance designed to promote plant and soil health and derived from mineral, plant, or animal matter that does not undergo a synthetic process [as defined in section 6502(21) of the Act (7 U.S.C. 6502(21))] (see also *Synthetic fertilizer*).

Organic fertilizer – substance designed to support plant growth and soil health and made up of unrefined minerals from natural deposits and other nutrients derived solely from the remains of (or that are a by-product of) once-living organisms. In general, organic fertilizers release their nutrients slowly over a fairly long time. Organic nutrients depend on microbial organisms in the soil to break down the material and make it available to plant roots.

Non-organic fertilizer – see *Synthetic fertilizer*.

Pesticide – as defined in Section 12753 of the California Food and Agricultural Code. Pesticides include any spray adjuvant, substance, or mixture of substances that is

intended to be used for defoliating plants; regulating plant growth; or for preventing, destroying, repelling, or mitigating any pest which may infest or be detrimental to vegetation, man, animals or households, or be present in any agricultural or non-agricultural environment, including fungicides, herbicides, insecticides, nematocides, rodenticides, dessicants, defoliant, and plant growth regulators.

Precautionary Principle – when a proposed treatment action raises threats of harm to human health and the environment, precautionary measures should be taken, even if some cause-and-effect relationships are not fully established scientifically. In the context of an IPM program, the burden of proof for the safety of a proposed treatment action shall be with the person/department proposing use of the material, its manufacturer, and/or its supplier.

Synthetic fertilizer – any fertilizer formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources, except that such term shall not apply to substances created by naturally occurring biological processes.

Toxicity Category I Pesticide Product – any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category I under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

Toxicity Category II Pesticide Product – any pesticide product that meets United States Environmental Protection Agency criteria for Toxicity Category II under Section 156.10 of Part 156 of Title 40 of the Code of Federal Regulations.

Section 5. Implementation of IPM Program

A. *Timeframe and Contents:* Within three (3) months of the passage of this policy, the City will commence an IPM program and development of an IPM Implementation Manual. Until such time as the manual is adopted, the City shall endeavor to implement the policy of the City to avoid the use of pesticides as reasonably practicable.

Within six (6) months of the passage of this policy, the following portions of the first draft of the IPM Implementation Manual will be completed:

- inventory of City properties and pests; and
- list of priorities for phasing in the IPM program.

Within one (1) year of the passage of this policy, the Implementation Manual will include a:

- clear process for setting pest thresholds
- description of all materials (Reduced Risk Pesticide List, Environmentally Preferable Fertilizer List) and methods of permissible pest control and fertilization for use on or in City-owned, operated or maintained property, buildings or

- 1 facilities, including sidewalk areas in the City's right-of-way, and a detailed
2 exemption procedure
- 3 • plan for regular training and updating training of the City IPM Team
 - 4 • plan for ensuring that all City contractors are informed about the requirements of
5 the City IPM Program and this policy and associated policies and a plan for
6 ensuring contractor compliance (i.e., by using an IPM Qualification RFQ) with
7 the City IPM Program and this policy and associated policies
 - 8 • plan for a public education effort focusing on non-toxic pest control, including
9 educational signage at City sites; this plan should identify the appropriate entity to
10 carry out the education program
 - 11 • guidance on preventative pest control measures, including but not limited to pest
12 exclusion techniques for new and remodeled building construction, and for
13 household and commercial sanitation
- 14

15 B. *Revision and Update Process:* The IPM Implementation Manual shall be revised
16 and updated on a regular basis (at a minimum annually) as needed by new and/or
17 changing conditions.

18

19 The IPM Implementation Manual, and all revisions thereto, shall be reviewed by the IPM
20 Oversight Committee, which will make recommendations to the Park and Recreation
21 Commission regarding the Manual and revisions.

22

23 **Section 6. Designation of IPM Coordinator**

24

25 The City will designate and maintain at all times a staff member to serve as the IPM
26 Program Coordinator (IPM Coordinator). The IPM Coordinator will be responsible for
27 duties including but not limited to the following:

28

- 29 • working with the City IPM Advisor to oversee the development and execution of
30 the IPM Program
 - 31 • working with the City IPM Advisor and IPM Oversight Committee to develop
32 and revise the IPM Implementation Manual
 - 33 • working with the City IPM Advisor to arrange for staff education and training in
34 accordance with this policy and applicable policies
 - 35 • managing the City IPM Team
 - 36 • maintaining IPM records
 - 37 • working with City contractors affected by this policy to ensure that contractors are
38 thoroughly informed of, and comply with, the requirements of the City IPM
39 policy and associated policies
 - 40 • working with the IPM Oversight Committee, and
 - 41 • preparing, with the Oversight Committee, the Annual IPM Report to the City
42 Council.
- 43

44 **Section 7. Services of IPM Advisor**

45

1 The City shall engage a professional, experienced IPM Advisor who has demonstrated
2 success in advising municipalities on how to manage buildings and landscapes in a
3 manner that reduces or eliminates the need for chemical pest control.
4

5 **Section 8. City IPM Team**

6

7 *A. Responsibilities and Procedures:* The City IPM Team will consist of staff responsible
8 for carrying out the City IPM Program. This includes the City IPM Coordinator and all
9 staff with oversight responsibility for IPM-related recordkeeping and practices for
10 specific building and landscape sites. The City IPM Team will meet a minimum of six
11 (6) times per year for the first two (2) years of the IPM program, for education/training
12 directly related to successfully carrying out the IPM Program and to review the
13 program's records and activities for the prior period of two (2) months. After the first
14 two (2) years of the program, frequency of meetings may be reduced to quarterly.
15

16 *B. Education and Training:* In consultation with the City IPM Advisor, the City will
17 maintain a regular program of education and training in IPM methods and practices for
18 staff responsible for carrying out the IPM Program. The purpose of the IPM education
19 and training program is to ensure that staff are well-acquainted with all elements of a
20 successful IPM program, including but not limited those listed in the Fundamentals
21 Elements of IPM Program section above, and are kept abreast of advances in IPM
22 practices and methods. The City will hold no fewer than six (6) IPM training events per
23 year for the first two (2) years of the IPM program, and a minimum of four (4) IPM
24 training events per year thereafter
25

26 **Section 9. IPM Oversight Committee**

27

28 *A. Membership:* The City IPM Oversight Committee will consist of two (2) Park and
29 Recreation Commissioners and no less than three (3) and no more than five (5) members
30 of the public, with assistance from the IPM Coordinator. The Commission members will
31 be appointed by the Park and Recreation Commission to serve a term concurrent with
32 each member's term on the Commission. The members of the public will be appointed
33 by the Park and Recreation Commission on the basis of applications demonstrating
34 interest and qualifications in the area of pest management, organic/natural buildings
35 and/or landscape maintenance. Members of the public will serve for two-year terms and
36 may be reappointed.
37

38 *B. Meetings and Responsibilities:* The Oversight Committee will meet a minimum of
39 four (4) times per year and will be convened by the IPM Coordinator in case of an
40 Emergency Exemption request. The Oversight Committee's responsibilities include but
41 are not limited to:
42

- 43 • review and recommendation of the RRPL and the EPFL in accordance with the
44 terms of this policy and any associated RRPL or EPFL policy or policies.
- 45 • review and recommendation or approval/disapproval of all requests for
46 exemptions under the terms of this policy and any associated Exemption Policy

- annual review and approval of the IPM Implementation Manual
- quarterly review of IPM Program activities to ensure the program is operated under the terms of this policy and associated policies
- review and approval/disapproval of additions or deletions to the list of Special Protection Zones in the City
- recommendations to the IPM Coordinator and Park and Recreation Commission regarding changes in the IPM Program

All meetings of the IPM Oversight Committee shall be in accordance with the Open Meetings Act (Brown Act) and shall be open to the public. Emergency meetings to address applications for Emergency Exemptions shall be noticed as Emergency meetings under the Brown Act.

Section 10. Ban on Use of Toxicity Category I, II, and Certain Other Pesticides

Except for pesticides granted an exemption under the terms of the Exemptions section of this policy and any associated Exemption Procedures Policy, no City department shall use any Toxicity Category I or Toxicity Category II Pesticide Product, any pesticide containing a chemical identified by the State of California as a chemical known to the State to cause cancer or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986, any pesticide that is a known endocrine disrupter or neurotoxin, and any pesticide classified as a human carcinogen, probable human carcinogen or possible human carcinogen by the United States Environmental Protection Agency, Office of Prevention, Pesticides and Toxic Substances, the State of California, the National Toxicology Program, or the International Agency for Research on Cancer.

Section 11. Standards for Banning Certain Types of Fertilizers

Except for fertilizers granted an exemption under the terms of the Exemptions section of this policy and any associated Exemption Procedures Policy, no City department shall use any fertilizer product containing a chemical identified by the State of California as a chemical known to the State to cause cancer or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986, any fertilizer that contains a known endocrine disrupter or neurotoxin, and any fertilizer containing one or more ingredients classified as a human carcinogen, probable human carcinogen, or possible human carcinogen by the United States Environmental Protection Agency, Office of Prevention, Pesticides and Toxic Substances, the State of California, the National Toxicology Program, or the International Agency for Research on Cancer.

No sewage/sludge-based fertilizers shall be used because of their high heavy metal content.

Section 12. Special Protection Zones

Special Protection Zones are designated sites or areas within a site designated as “Special Protection Zones” to further reduce and eliminate pesticide use in areas of high public

1 exposure, particularly to children, or areas with high environmental sensitivity. Any
2 pesticide use deemed necessary, because of significant health or economic risk in these
3 zones, will only be authorized through the exemption process.

4
5 The following are established as Special Protection Zones:

- 6
7 • playgrounds – No pesticides will be applied on children’s playgrounds, except as
8 provided above.
- 9 • creeks and riparian areas – No pesticides will be applied to the water of any creek
10 or wetland or within the high point of the bank of any creek or wetland, except as
11 provided above.

12 13 **Section 13. Recordkeeping and Reporting**

14
15 A. *General.* Each City department/building/landscape site shall keep records of all IPM
16 activities including:

- 17 1) pest prevention methods used
- 18 2) observation and monitoring for pests and pest thresholds

19
20 If pest problems are identified, records shall include:

- 21 1) identification of the pest
- 22 2) establishment of a threshold and an IPM Plan for the pest that is designed to
23 prevent the need for chemical control
- 24 3) if applicable: determination that the pest exceeds the established threshold
- 25 4) control efforts attempted, in accordance with the hierarchy established in this
26 policy as well as: the City IPM Implementation Manual; consultation with the
27 City IPM Advisor if Implementation Manual Guidelines are not sufficient;
28 time frames allotted for each control method; and justification for these time
29 frames.

30
31 B. *Records of Use of Chemical Control.* If all non-chemical control methods fail, and it
32 is determined that the pest poses a threat to health or of economic damage, the IPM
33 Coordinator may determine that chemical control is necessary using an appropriate
34 product from the RRPL. Records shall include the:

- 35
36 1) type and quantity of chemical control used
- 37 2) site of the chemical control application
- 38 3) record of public posting of site, if applicable
- 39 4) date of the chemical control application
- 40 5) name of the person or entity applying the pesticide, if applicable
- 41 6) application equipment used
- 42 7) follow-up observations and monitoring to assess the success of the treatment
- 43 8) IPM Plan that describes the preventative methods that will be used to eliminate
44 the need for further chemical control

45
46 C. *Exemptions.* Records must be kept of any exemptions granted, with the same

1 information as in Section B above.

2
3 D. *Monthly Submission of Records.* Each City staff member responsible for IPM
4 recordkeeping and practices for City buildings and/or grounds (i.e., IPM Team
5 Members) shall submit the IPM records required by Sections A and B above to the
6 IPM Coordinator on a monthly basis. The IPM Coordinator shall submit a quarterly
7 report of these records to the IPM Oversight Committee for review. Pest
8 management records shall be made available to the public upon request.

9
10 **Section 14. Pesticide Applications**

11
12 Any pesticide product used will be applied in accordance with state and local regulations
13 governing pesticide applications. Certified/licensed applicators will be used as required.
14 If a certified/licensed applicator must be used, s/he must be a qualified IPM practitioner.

15
16 **Section 15. Posting/Notice of Pesticide Use**

17
18 A. *General.* For application of any chemical pest control or soil management product,
19 except as described in Section B below, the following notice provisions will apply:

- 20
21 1) Signs shall be posted at least three (3) days before application of the pesticide
22 product and remain posted at least four (4) days after application of the
23 pesticide.
24 2) Signs shall be posted:
25 (i) at every entry point where the pesticide is applied if the pesticide is applied
26 in an enclosed area; and
27 (ii) in highly visible locations around the perimeter of the area where the
28 pesticide is applied if the pesticide is applied in an open area.
29 3) Signs shall be of a standardized design that are easily recognizable to the public
30 and workers.
31 4) Signs shall contain the name and active ingredient of the pesticide product, an
32 indication of where the full contents of the pesticide label can be viewed (e.g.,
33 on line) the target pest, the date of pesticide use, the signal word indicating the
34 toxicity category of the pesticide product, the date for re-entry to the area
35 treated, the name and contact number for the City department responsible for
36 the application.
37 5) Notice shall be posted on the City's website.

38
39 B. *Change or Exception to Notice Provisions.* Any request for an exception to or change
40 of notification procedures shall be submitted to the IPM Oversight Committee for
41 review and approval/disapproval.

42
43 C. *Non-Recreational (Right-of-Way) Locations:* City departments shall not be required
44 to post signs in accordance with Section A above in right-of-way locations that the
45 general public does not use for recreational purposes. In this context, sidewalks,
46 parking strips, and street areas are considered recreational areas. However, each City

- 1 department that uses pesticides in such right-of-way locations shall:
- 2 1) Post a public access telephone number, in the public posting locations for
- 3 official City notices, about pesticide applications in the right-of-way areas.
- 4 2) Make information readily available to the public who call the public access
- 5 number, for any pesticide that will be applied within the next three (3) days, or
- 6 has been applied within the last four (4) days. This information shall include:
- 7 • description of the area of the pesticide application
- 8 • name and active ingredient of the pesticide product
- 9 • target pest
- 10 • date of pesticide use
- 11 • signal word indicating the toxicity category of the pesticide product
- 12 • re-entry period of the area treated
- 13 • name and contact number for City department responsible for the
- 14 application
- 15

16 D. *Notice Requirements for Exemptions Granted.* City departments granted exemptions

17 under the Exemptions section of this policy shall post notice as follows:

18

- 19 1) For non-emergency exemptions for one-time use of a chemical control, posting
- 20 shall be according to Section A above.
- 21
- 22 2) For non-emergency exemptions covering more than one application over a
- 23 period of time longer than 21 days, a durable sign shall be posted:
- 24 a. in each building or vehicle where such pesticides are used;
- 25 b. at City Hall and any similar location where the public would obtain
- 26 information regarding the particular site of pesticide application; and
- 27 c. when such pesticides are used outdoors to control rats and other pests, in a
- 28 conspicuous location outside of the area where the pesticides are used.
- 29

30 The sign shall indicate the name and active ingredient of the pesticides used in

31 and around the building or vehicle, the target pests, the signal word indicating

32 the toxicity category of the pesticide product, the area or areas where the

33 pesticides are commonly placed, and the contact number for the City

34 department responsible for the application.

35

- 36 3) For emergency exemptions when public health emergency or worker safety
- 37 requirements do not permit the required advance notification, signs meeting the
- 38 requirements of Section A above shall be posted no later than at the time of
- 39 application and remain posted four (4) days following the application.
- 40

41 E. *Special Protection Zones.* Any use of pesticides in Special Protection Zones will

42 require a fourteen (14)-day advance posting in accordance with the requirements of

43 Section A above, if an exemption is approved by the IPM Oversight Committee.

44 Posting shall remain in place for three (3) days after the application. If a situation is

45 deemed an emergency, the IPM Oversight Committee can approve emergency

46 posting requirements per Sections B or D above.

1
2 **Section 16. Methods of Product Selection and Placement on Reduced Risk Pesticide**
3 **List (RRPL)**
4

5 The IPM Oversight Committee:

- 6 1) Will establish a Reduced Risk Pesticide List Policy and Procedure document for
7 placing products on and removing products from the RRPL. The intent of this
8 policy is to base the procedure for developing and reviewing the RRPL on a:
9 thorough toxicological review and hazard assessment by a recognized expert;
10 consideration of the potential human and environmental exposure that may
11 result from product use; and a combination of the prior two steps into a decision
12 by the IPM Oversight Committee.
13 2) Shall consult with the City IPM Advisor and IPM Coordinator, regarding
14 whether a product should be added to or deleted from the list.
15 3) May elect to base toxicological and hazard assessments on those performed by
16 the IPM programs of other municipalities.
17 4) May elect to attach designators, to products on the list, which place gradations
18 of limitation on their use (e.g., “limited use” or “limited use-special concern”).
19

20 *B. Annual Review of List and Procedure*
21

22 The IPM Oversight Committee:

- 23 1) Will review the Reduced Risk Pesticide List and Procedure annually in
24 consultation with the City IPM Coordinator and City IPM Advisor.
25 2) Will recommend the RRPL to the Park and Recreation Commission annually for
26 approval.
27 3) May add or delete specific products to or from the RRPL during the year if new
28 research indicates a compelling reason to add or delete.
29 4) Will research a least-toxic alternative if an item is deleted and no other product
30 on the RRPL can address the problem that the deleted product is intended to
31 treat
32 5) Will report to the Park and Recreation Commission any decision to add a
33 product to or delete a product from the EPFL during the year.
34

35 **Section 17. Methods of Product Selection and Placement on Environmentally**
36 **Preferable Fertilizer List (EPFL)**
37

38 *A. Establishment of List*
39

- 40 1) The IPM Oversight Committee will establish an Environmentally Preferable
41 Fertilizer List Policy and Procedure document for placement and removal of
42 products from the EPFL. The intent of this policy is that the Procedure for
43 developing and reviewing the EPFL shall be based on the following criteria:
44
45 • a thorough toxicological review and hazard assessment by a recognized
46 expert selected by the IPM Oversight Committee in collaboration with the

City IPM Advisor and/or performed by the IPM Oversight Committee in collaboration with the City IPM Advisor.

- consideration of the potential human and environmental health impacts, including but not limited to the potential for runoff and air emissions, that may result from product use.

2) The IPM Oversight Committee will decide whether a product should be added to or removed from the EPFL, based on a combination of the prior two steps, in consultation with the City IPM Advisor and City IPM Coordinator.

The criteria for placement or removal of products on this list shall be their contribution to:

- the long-term health of the soil, including aeration (prevention of compaction);
- the health of soil microbial life;
- the long-term health of the plants to be maintained in that soil.

Consideration shall be given to the environmental effects of fertilizer production, with preference given to sustainably produced fertilizers (i.e., those that do not deplete non-renewable resources or produce significant waste or environmental pollution).

Preference shall be given to natural and organic fertilizers, with particular preference given to products that use naturally produced rather than industrially fixed nitrogen.

3) The IPM Oversight Committee may elect to:

- a) base toxicological and hazard assessments on those performed by the IPM programs of other states or municipalities, or that have been developed by recognized experts, as determined by the IPM Oversight Committee in collaboration with the City IPM Advisor and City IPM Coordinator.
- b) assign designators to products on the list that place gradations of limitation on their use (e.g., “limited use” or “limited use-special concern”).

4) Best management practices will be established that meet generally accepted cultural guidelines for soil health and plant health and vigor.

Sources of information for best management practices and toxicological/hazard information regarding products may include, but not be limited to: University of California staff, publications, and web resources; Appropriate Technology Transfer for Rural Areas (ATTRA), National Sustainable Agriculture Information Service managed by the National Center for Appropriate Technology (NCAT); Pesticide Action Network (PAN); Organic Materials Review Institute (OMRI); Biocontrol Network; National Pesticide Information Center (NPIC); Center for Integrated Pest Management (CIPC), and Washington State Department of Agriculture (WSDA)

B. Annual Review of List and Procedure

1 The IPM Oversight Committee:

- 2 1) Will review the Environmentally Preferable Fertilizer List and Procedure annually
- 3 in consultation with the City IPM Coordinator and City IPM Advisor.
- 4 2) Will recommend the updated list to the Park and Recreation Commission annually
- 5 for approval.
- 6 3) May add specific products to the EPFL or remove specific products from the
- 7 EPFL during the year if new research indicates a compelling reason to do so.
- 8 4) Will research the least-toxic alternative if an item is deleted, and no other product
- 9 on the Environmentally Preferable Fertilizer List can address the fertilizer
- 10 requirement addressed by the deleted product.
- 11 5) Will report to the Park and Recreation Commission any decision to add a product
- 12 to or delete a product from the EPFL during the year.

13 14 **Section 18. Exemptions**

15
16 *A. Improving and maintaining water quality.* Notwithstanding any other provision of this
17 policy, this policy shall not apply to the use of any pesticide for the purpose of improving
18 or maintaining water quality.

19
20 *B. Exemption Process.* For all exemptions below, the decision steps will be as follows:

- 21
22 1) An exemption request is presented to the IPM Oversight Committee by the Public
- 23 Works Manager.
- 24
25 2) The IPM Oversight Committee, in consultation with the City's IPM Advisor, will
- 26 review the exemption request following the procedures outlined in these regulations
- 27 and any associated exemption policy. The purpose of this review and those
- 28 procedures is to ascertain, at a minimum, the following:
- 29 a) whether all non-chemical methods have been tried,
- 30 b) whether there is any reasonable alternative to using the requested product,
- 31 c) what the long-term IPM plan is for avoiding future use of chemical controls
- 32 for this problem,
- 33 d) on what basis the use of the requested product can be justified (including
- 34 consideration of liability, public relations impacts, whether a non-chemical
- 35 method may be less costly, etc.),
- 36 e) whether there is reliable scientific information from an authoritative source
- 37 based on which to evaluate the product's safety, and
- 38 f) whether the hazards of the proposed product can be adequately mitigated.

- 39
40 3) The IPM Oversight Committee will make a recommendation to the Park and
- 41 Recreation Commission regarding the granting or denying of the exemption.
- 42

43 *C. Exemption Decision-Making Options.* The relevant minimum findings required for
44 recommending the granting of an exemption request are indicated in each subsection
45 below.

1) *One-year exemption.* A City department may apply to the IPM Oversight Committee for up to a one-year exemption from the pesticide ban imposed by these regulations (see the Ban on Use of Toxicity Category I and II and Certain Other Pesticides section) for a particular pesticide for a particular use. The application for an exemption shall be filed on a form specified by the IPM Oversight Committee and shall be signed by the member of the City IPM Team responsible for the proposed application site and the Public Works Manager. The Oversight Committee may grant the one-year exemption upon a finding that the requesting entity has:

- a) Made a good-faith effort to find alternatives to the banned pesticide;
- b) Demonstrated that effective, economic alternatives to the banned pesticide do not exist for the particular use; and
- c) Developed a reasonable plan for investigating alternatives to the banned pesticide during the exemption period.

2) *Limited-use exemption.* A City department may apply to the IPM Oversight Committee for a limited-use exemption for a particular pesticide banned pursuant to these regulations (see the Ban on Use of Toxicity Category I and II and Certain Other Pesticides section) and not covered by a one-year exemption. The application for an exemption shall be filed on a form specified by the IPM Oversight Committee and shall be signed by the member of the City IPM Team responsible for the proposed application site and the Public Works Manager. The Oversight Committee may grant the limited-use exemption upon a finding that the requesting entity will use the pesticide for a specific and limited purpose and for a short and defined period and the City department has identified a compelling need to use the pesticide.

3) *Reduced-risk pesticide exemption.* The IPM Oversight Committee may exempt a pesticide from the ban imposed by these regulations (see the Ban on Use of Toxicity Category I and II and Certain Other Pesticides section) upon a finding that it is a reduced-risk pesticide that is commonly used as part of an IPM strategy. The IPM Coordinator and IPM Oversight Committee shall maintain a list of reduced-risk pesticides granted an exemption pursuant to this subsection. 4) *Emergency exemption.* A City department may apply to the IPM Oversight Committee for an emergency exemption in the event that an emergency pest outbreak poses an immediate threat to public health or significant economic damage will result from failure to use a pesticide banned by these regulations (see the Ban on Use of Toxicity Category I and II and Certain Other Pesticides section).

The Emergency exemption process shall be as follows:

- a) City department files the application for an exemption on a form specified by the IPM Oversight Committee.
- b) IPM Coordinator calls an emergency meeting of the IPM Oversight Committee to review the request for an emergency exemption within 24 hours.
- c) IPM Coordinator must make a good faith effort to contact all members of the IPM Oversight Committee. If a quorum of IPM Oversight Committee members cannot meet, the decision will be made by the members who can meet.
- d) City IPM Advisor or a designated backup advisor must be consulted.

- e) IPM Oversight Committee shall respond to the application in a timely manner. The decision of the Oversight Committee on an emergency application exemption shall be final.
- f) Signs meeting the requirements of the Posting/Notice section of these regulations shall be posted no later than at the time of an emergency application and remain posted for four (4) days following the application.
- g) Any emergency applications shall be reported to the Park and Recreation Commission and City Council at the next regular meeting of those bodies.
- h) IPM Oversight Committee may impose additional conditions for emergency applications.

Section 19. Storage of Pesticides and Fertilizers

Any pesticides or fertilizers stored on City property shall be stored in a secure location that is not accessible to members of the public, particularly children, or unauthorized staff. Pesticides and synthetic fertilizers shall be stored and disposed of in accordance with state regulations and label directions registered with the U. S. Environmental Protection Agency.

Section 20. Reviewing Plans for Public Landscape and New Construction Projects

City projects that include the design of new buildings or landscapes, or renovation of an existing building or landscape, shall be designed and constructed consistent with IPM design specifications.

The IPM Coordinator and IPM Team member for the relevant department will review all project plans to ensure that, where possible, the design considers IPM measures and the following strategies.

In planning, designing, and installing a landscape, facility, or road right-of-way, owned and managed by the City, site objectives shall:

1. include future management and maintenance practices that protect and enhance natural ecosystems.
2. take into account parameters that will enhance the intended use of the land and minimize pest problems.
3. take into account such factors as types of uses, soils, grading and slope, water table, drainage, proximity to sensitive areas, selection of vegetation, and vector control issues.

City grounds designers, planners, managers, crews, and their contractors shall give priority to IPM strategies when designing new and renovating existing landscaped areas. These include:

- using proper soil preparation and amendment
- specifying weed-free soil amendments
- using mulches to control weeds, conserve water, and build healthy, biologically diverse soils

- 1 • using biodegradable weed control fabrics or barriers such as cardboard or
- 2 newsprint under organic mulches
- 3 • using site-adapted and pest-resistant plants: “the right plant for the right place”
- 4 • grouping together plants with similar horticultural needs
- 5 • retaining and using regionally native trees, shrubs, and perennials where
- 6 appropriate, preferably from genetic stock
- 7 • pre-plant controlling of noxious weeds and invasive, non-native plant species
- 8 • planting for erosion and weed control
- 9 • pruning selectively and properly to maintain plant strength.
- 10 • keeping vegetation at least 18 inches away from buildings and appurtenances so
- 11 as not to become an access route for rodents and insects.
- 12 • assessing whether landscapes can still meet the intended site use objectives while
- 13 modifying the aesthetic standard and/or applying less maintenance
- 14 • matching maintenance standards to site objectives in the design stage
- 15 • constructing walkways to prevent weed intrusion
- 16 • planting vegetation that will encourage the presence of beneficial insects and
- 17 birds
- 18 • submitting a Maintenance Impact Statement (MIS) for any proposed landscape
- 19 design

20

21 On new public construction and renovation projects:

- 22 • design for minimum building and hardscape footprints and little or no grading
- 23 • protect soil from compaction
- 24 • where topsoil would be impacted, remove and store it during construction
- 25 • minimize/eliminate impervious surfaces to lessen runoff

26

27 **Section 21. Community Education and Outreach**

28

29 The City shall undertake an ongoing community education and outreach effort related to

30 IPM and least-toxic building and landscape maintenance practices, including but not

31 limited to:

32

- 33 • interpretive signage explaining the City’s IPM Program and specific activities at
- 34 highly visible public sites.
- 35 • interpretive signage explaining why certain conditions that are highly visible (e.g.,
- 36 the presence of bees in a public area) are not being controlled in keeping with
- 37 IPM principles.
- 38 • other public education efforts encouraging residents to follow the City’s lead in
- 39 non-toxic building and landscape maintenance and pest control activities, state
- 40 and county laws and regulations governing use of chemical controls, and other
- 41 related topics.

42

43 The City department responsible for this program shall be determined by the

44 Recreation and Community Services Department with assistance from the IPM

45 Coordinator.

1
2
3
4 End
5
6
7



**Alameda Countywide
Clean Water Program**
A Consortium of Local Agencies

DRAFT

**INDUSTRIAL AND COMMERCIAL BUSINESS INSPECTION PLAN
CITY OF ALBANY**

Date Originally Prepared: July 19, 2010

Date Last Updated: _____ *(list of industrial and commercial businesses to inspect shall be updated at least annually (Provision C.4.b.ii)).*

BACKGROUND

This industrial and commercial business inspection plan (Inspection Plan) serves as the city's prioritized inspection work plan that the city will implement to comply with the municipal regional stormwater permit's (MRP) Provision C.4.b requirements. This MRP provision requires that an Inspection Plan be developed. The Inspection Plan's attached Prioritized Inspection List of Businesses (Inspection List) must be submitted with the 2010 Annual Report, and an annually updated Inspection List must be submitted with subsequent annual reports.

The Inspection Plan required by the MRP is similar to the Five-Year Industrial and Commercial Business Inspection Plans and the annual Industrial and Commercial Business Inspection Work Plans that the municipalities have been preparing since the mid-1990s. A couple of the differences are that this Inspection Plan is not for a set period of time, and the Inspection List includes a list of businesses requiring inspection rather than a list of categories of businesses for inspection as had been done previously.

Municipal staff used the following steps to create this Inspection Plan and comply with the MRP. Steps 1 and 2 address MRP requirements for the Inspection Plan and Step 3 addresses compliance with MRP requirements for creating an Inspection List that is included as an attachment to the Inspection Plan.

Steps

1. Identify a method of establishing priorities for inspections and the frequency of inspections for each category of priority.
2. Describe the method that will be used to identify newly opened businesses that may need inspection.
3. Develop an Inspection List that includes:
 - a. A list of all of the industrial and commercial businesses located within the municipality's jurisdiction that require inspection;
 - b. A determination of the priority for inspection of each business on the Inspection List using the identified method of establishing inspection priorities;
 - c. Identification of businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
 - d. An annual update or revision of the Inspection List starting in 2011.

Each of these steps was followed to develop this Inspection Plan as described in the following sections.

**STEP 1: IDENTIFY A METHOD OF ESTABLISHING PRIORITIES FOR INSPECTIONS AND
FREQUENCY OF INSPECTIONS**

What the MRP Requires

The MRP requires that each of the businesses to be inspected be assigned a priority for inspection based on “the potential for water quality impact using criteria such as pollutant sources on site, pollutants of concern, proximity to a waterbody, violation history of the facility, and other relevant factors” (Provision C.4.b.ii.(3)). In addition, the MRP requires that appropriate inspection frequencies be established based on the priority for inspection, “potential for contributing pollution to stormwater runoff” and be “commensurate with the threat to water quality” (Provision C.4.b.ii.(5)).

Further, the MRP requires: “A description of the process for prioritizing inspections and frequency of inspections” (Provision C.4.b.i.(2)).

Description of Prioritization Process and Assignment of Inspection Frequencies to Different Priorities

- ➔ Businesses meeting the following criteria generally have been assigned as having a high priority for inspection:
 1. Businesses that are subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity.
 2. Retail food facilities, hazardous materials users, automotive service facilities, and hazardous waste generators when these facilities have a history of using inadequate best management practices.
 3. Businesses that have had a non-stormwater discharge disallowed by the MRP during the previous fiscal year.All other businesses have generally been assigned as having a low priority for inspection.
- ➔ High priority for inspection means that a subset of the businesses will typically be inspected annually. Medium and low priority for inspection means that the business will be inspected less frequently than annually, such as every other year, every third year or once every five years¹.

STEP 2: DESCRIBE METHOD THAT WILL BE USED TO IDENTIFY NEW BUSINESSES

What the MRP Requires

The MRP requires that the Inspection Plan have a “mechanism to include newly opened businesses that warrant inspection ...” (Provision C.4.b.i.(2)).

Description of Method for Identifying New Businesses

- ➔ The following describes how new businesses that may warrant an inspection are identified so that they will be included on the Inspection List:
 1. New business listings will be provided by the Finance Department to Environmental Services on a quarterly basis.
 2. Quarterly new business list will be reviewed by Environmental Services to determine which businesses may have the potential to contribute to stormwater pollution according to the categories listed above.
 3. New businesses subject to inspection will be placed on the inspection list
 4. An assessment will be made to determine needed frequency for follow-up inspections depending on results of inspection and business type.

¹ The municipality may define other categories of priority and their associated inspection frequency. Many municipalities have previously used three categories of frequency for inspection and this approach has been retained in this template.

STEP 3: DEVELOP AN INSPECTION LIST

This step includes the following four substeps associated with the development and maintenance of the Inspection List:

- a. Develop a list of all of the industrial and commercial businesses that require inspection;
- b. Determine the priority for inspection of each business on the Inspection List;
- c. Identify businesses on the Inspection List that are scheduled for inspection during the current fiscal year; and
- d. Prepare an annual update or revision of the Inspection List starting in 2011.

What the MRP Requires

Develop a List of All Businesses Requiring Inspection

The MRP requires that the Inspection Plan be used to maintain an Inspection List of industrial and commercial businesses “that could reasonably be considered to cause or contribute to pollution of stormwater runoff” (Provision C.4.b.ii).

In particular, the MRP lists the following types of businesses as needing to be inspected if they “have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges:” (Provision C.4.b.ii(2))

- 1) Industrial facilities², as defined in 40 CFR 122.26(b)(14), including those subject to the State General NPDES Permit for Stormwater Discharges Associated with Industrial Activity;
- 2) Vehicle salvage yards;
- 3) Metal and other recycled material collection facilities, waste transfer facilities;
- 4) Vehicle mechanical repair, maintenance, fueling, or cleaning;
- 5) Building trades central facilities or yards, corporation yards, nurseries, and greenhouses;
- 6) Building material retailers and storage;
- 7) Plastic manufacturers; and
- 8) Other facilities designated by the city or Water Board as having a reasonable potential to contribute to pollution of stormwater runoff. The Water Board staff places a priority on inspecting retail food facilities, and these businesses should be included in the Inspection List if they “have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges.”

In addition, the MRP lists the following functional aspects of businesses that may produce pollutants when exposed to stormwater as part of the criteria for developing the Inspection List:

- 1) Outdoor process and manufacturing areas;
- 2) Outdoor material storage areas;
- 3) Outdoor waste storage and disposal areas;
- 4) Outdoor vehicle and equipment storage and maintenance areas;
- 5) Outdoor wash areas;
- 6) Outdoor drainage from indoor areas;
- 7) Rooftop equipment; and
- 8) Other sources determined by the city or Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

² The MRP appears to use the terms “facilities” and “businesses” interchangeably. This template generally uses the term business since that is used in the title of Provision C.4.b., and it is the term most inspectors use.

Establish Inspection Priority for Businesses on the Inspection List

The MRP requires that businesses that have a reasonable potential to pollute stormwater runoff be prioritized using factors listed in the MRP (Provision C.4.b.ii.(3)).

Identify Businesses Scheduled for Inspection During the Current Fiscal Year

The MRP requires that the annual report include “the list of facilities scheduled for inspection during the current fiscal year” (Provision C.4.b.iii.(2)).

Annual Updates

The MRP requires that the Inspection List be annually updated and maintained (Provision C.4.b.ii). The annual updates should include new businesses; any needed modifications to inspection priorities based on recent inspections, illicit discharge notifications, or other relevant factors; and removal of businesses that are no longer operating. In addition, updates or revisions to the Inspection List need to be included in annual reports starting in 2011 (Provision C.4.b.iii.(1)).

Substep 3a: Develop Inspection List

- An Inspection List is included as **Attachment A** to this plan. The Inspection List will be updated quarterly to include new businesses, total number of businesses, and annually to identify businesses requiring inspection for the current year.

Substep 3b: Determine Priority for Businesses

- The Inspection List includes priority for inspection per business type as follows:
High Priority (a subset inspected annually): Auto-related businesses, Retail food facilities, Industrial. Medium/Low Priority (subset inspected every other year): Cleaning facilities, Grocery facilities). The prioritization levels will be updated annually to reflect inspection results and need for more/less frequent inspections.

Substep 3c: Identify Businesses Scheduled for Inspection in the Current Fiscal Year

- A total of 30 businesses are scheduled for inspection during the current fiscal year. The particular businesses selected may vary depending on accessibility in scheduling inspections, changes in inspection capacity, change of business status, or other unforeseen circumstances.

Substep 3d: Annual Update

- As of 2011, the inspection list and plan will be updated annually to incorporate inspection findings, new businesses, and any other related information impacting inspection frequency/prioritization.

Attachment A
Facilities/Businesses Prioritized Inspection List (Inspection List)

Date Originally Prepared: July 19, 2010

Date Last Updated³: _____

High Priority Businesses for Inspection⁴ - Subset Inspected Annually

Name of Business	Address	Type of Business	Has Industrial General Permit Coverage?	Comments	Scheduled for Inspection in FY 2010/11⁵
700 AUTO SERVICE & TRAINING	700 SAN PABLO AVE	Auto-Related	No		Yes
ALBANY BODY SHOP	702 SAN PABLO AVE	Auto-Related	No		Yes
ALBANY AUTOMOBILE	431 SAN PABLO AVE	Auto-Related	No		Yes
ALBANY FORD/SUBARU	718/929 SAN PABLO AVE	Auto-Related	No		Yes
ALBANY MOTORS WHOLESALE	943 SAN PABLO AVE	Auto-Related	No		No
ALBANY SMOG TEST ONLY	1111 SAN PABLO AVE STE B	Auto-Related	No		No
ALBANY TIRE SERVICE	742 SAN PABLO AVE	Auto-Related	No		Yes
ARLINGTON AUTO SHOP	806 SAN PABLO AVE	Auto-Related	No		Yes
AUTO EUROPA	546 CLEVELAND AVE	Auto-Related	No		Yes
AUTO PLUS	575 SAN PABLO AVE	Auto-Related	No		Yes
BERKELEY MOTOR WORKS INC.	736 SAN PABLO AVE	Auto-Related	No		Yes
CABELLO BROS. AUTOMOTIVE	1081 EASTSHORE HWY	Auto-Related	No		Yes
CONTINENTAL AUTO BODY & PAINT	1011 SAN PABLO AVE	Auto-Related	No		No
D MEYER AUTO/ALBANY HILL AUTO	660 SAN PABLO AVE	Auto-Related	No		Yes

³ The municipal regional stormwater permit requires an annual update of businesses to inspect.

⁴ The frequency of inspections is a goal that should be met for most businesses. A particular business or facility's inspection priority may be modified based on more recent information during the annual Inspection List update, and businesses and facilities may be added and deleted from the Inspection List consistent with the MRP.

⁵ A check mark in this column means that a business is scheduled for inspection in the current fiscal year. This column should be updated annually and revisions or updates to the Inspection List are required in each annual report.

D.H. WALSH AUTOMOTIVE	987 SAN PABLO AVE	Auto-Related	No		No
ENGLISH & EUROPEAN CAR SERVICE	544 CLEVELAND AVE	Auto-Related	No		Yes
EUROPEAN MOTOR WORKS	618 SAN PABLO AVE	Auto-Related	No		No
J.J.'S AUTO DETAIL	1085A EASTSHORE HWY	Auto-Related	No		No
MARTIN'S TIRES	1111 SAN PABLO AVE	Auto-Related	No		No
MAX'S AUTO SERVICES	1111 SAN PABLO AVE	Auto-Related	No		No
MUFFLER WORKS	1085 EASTSHORE HWY STE B	Auto-Related	No		No
NIPPON EUROPEAN MOTORS	730 SAN PABLO AVE	Auto-Related	No		No
NORTH CAL MOTORS	828 SAN PABLO AVE STE 120F	Auto-Related	No		No
STEVE'S AUTO CARE INC.	744 SAN PABLO AVE	Auto-Related	No		No
SUPER AUTO REPAIR	630 SAN PABLO AVE	Auto-Related	No		No
TOYOTA OF BERKELEY	1025 EASTSHORE HWY	Auto-Related	No		No
UNITED TRANSMISSIONS	810 SAN PABLO AVE	Auto-Related	No		No
AANGAN	854 SAN PABLO AVE	Retail food facility	No		Yes
ALBANY BOWL CAFE	540 SAN PABLO AVE	Retail food facility	No		Yes
ALBANY PIZZA CO.	600 SAN PABLO AVE STE 107	Retail food facility	No		Yes
AL'S BIG BURGERS	437 SAN PABLO AVE	Retail food facility	No		Yes
APERTIF, LLC DBA FONDA	1501 SOLANO AVE STE A	Retail food facility	No		No
BISTRO 1491	1491 SOLANO AVE	Retail food facility	No		No
BRITT-MARIE'S	1369 SOLANO AVE	Retail food facility	No		Yes
BUA LUANG	1166 SOLANO AVE	Retail food facility	No		Yes
BURGER DEPOT	1114 SOLANO AVE	Retail food facility	No		Yes
BUTTER CREAM	841 SAN PABLO AVE	Retail food facility	No		No
CAFE INA	1389 SOLANO AVE	Retail food facility	No		No
CAFE RAJ	1158 SOLANO AVE	Retail food facility	No		No
CASPER'S HOT DOGS	545 SAN PABLO AVE	Retail food facility	No		No

CHINA VILLAGE	1331 SOLANO AVE	Retail food facility	No		Yes
CHRISTOPHER'S	1021 SAN PABLO AVE	Retail food facility	No		No
CUGINI	1556 SOLANO AVE	Retail food facility	No		No
DOMINO'S PIZZA #7902	1421 SOLANO AVE	Retail food facility	No		Yes
FOUR CORNERS CAFÉ	862 SAN PABLO AVE	Retail food facility	No		No
GOLDEN GRAIN	917 SAN PABLO AVE	Retail food facility	No		No
GORDO TAQUERIA #3	1423 SOLANO AVE	Retail food facility	No		No
HAPPY DONUT	940 SAN PABLO AVE	Retail food facility	No		No
HOUSE OF CURRIES	1497 SOLANO AVE	Retail food facility	No		No
JODIE'S RESTAURANT	902 MASONIC AVE	Retail food facility	No		No
KASUGA JAPANESE	938 SAN PABLO AVE	Retail food facility	No		No
LA VAL'S PIZZA	751 SAN PABLO AVE	Retail food facility	No		No
LANESPLITTER PIZZA	1051 SAN PABLO AVE	Retail food facility	No		No
LAO/THAI KITCHEN	1406 SOLANO AVE	Retail food facility	No		No
MANGIA MANGIA	755 SAN PABLO AVE	Retail food facility	No		No
MONTEROS CAFE	1106 SOLANO AVE	Retail food facility	No		Yes
MUANG THAI	905 SAN PABLO AVE	Retail food facility	No		No
NIKI JAPANESE RESTAURANT	809 SAN PABLO AVE	Retail food facility	No		No
NIZZA LA BELLA	827 SAN PABLO AVE	Retail food facility	No		No
RENDEZ-VOUZ CAFE BISTRO	1111 SOLANO AVE	Retail food facility	No		No
RENEE'S PLACE	1477 SOLANO AVE	Retail food facility	No		No
ROUND TABLE PIZZA	962 SAN PABLO AVE	Retail food facility	No		Yes
ROYAL CAFE	811 SAN PABLO AVE	Retail food facility	No		No
RUEN PAIR THAI	1045 SAN PABLO AVE	Retail food facility	No		No
SAM'S LOG CABIN	945 SAN PABLO AVE	Retail food facility	No		No
SHIK DO ROCK KOREAN RESTAURANT	1137 SOLANO AVE	Retail food facility	No		No
SIX DEGREES ON SOLANO	1403 SOLANO AVE	Retail food facility	No		No
SIZZLER USA RESTAURANTS, INC. #287	665 SAN PABLO AVE	Retail food facility	No		Yes
SOLANO GRILL	1133 SOLANO AVE	Retail food facility	No		No
SOLANO YOGURT AND ICECREAM	1415 SOLANO AVE	Retail food facility	No		No

SOPHIA CAFE	1247 SOLANO AVE	Retail food facility	No		No
SUBWAY SANDWICHES & SALADS	900 SAN PABLO AVE	Retail food facility	No		No
SUGATA RESTAURANT	1105 SOLANO AVE	Retail food facility	No		No
SUSHI SOLANO	1373 SOLANO AVE	Retail food facility	No		No
TACO BELL #896	635 SAN PABLO AVE	Retail food facility	No		No
TAY TAH CAFE	1182 SOLANO AVE	Retail food facility	No		No
THE CAPE COD	1150 SOLANO AVE	Retail food facility	No		No
THE HOT SHOP	909 SAN PABLO AVE	Retail food facility	No		No
THE PEARL HOUSE	809 SAN PABLO AVE	Retail food facility	No		No
THE SUNNYSIDE CAFE	1499 SOLANO AVE	Retail food facility	No		No
THEP-NAAREE THAI	977 SAN PABLO AVE	Retail food facility	No		No
TSING TAO	1479 SOLANO AVE	Retail food facility	No		No
WHITE LOTUS THAI	843 SAN PABLO AVE	Retail food facility	No		No
ZAKI CAFE	1101 SAN PABLO AVE	Retail food facility	No		No
ZAND MARKET	1401 SOLANO AVE	Retail food facility	No		No
BAYARC INC. (welding supplies)	536 CLEVELAND AVE	Industrial	No		Yes
IJK CO, INC. DBA BAYSHORE SUPPLY	600 CLEVELAND AVE	Industrial	No		No
ALBANY STEEL INCORPORATED	536 CLEVELAND AVE	Industrial	No		Yes
LUMBER LIQUIDATORS	1061 EASTSHORE HWY STE 120	Industrial	No		No
PACIFIC COAST ELECTRIC CONSTR	1100 EASTSHORE HWY	Industrial	No		No
PACIFIC STEEL CASTING	578 CLEVELAND AVE	Industrial	No		No
THE ADHESIVE PRODUCTS INC	520 CLEVELAND AVE	Industrial	Yes		Yes
THE LUMBER BARON, INC.	500 CLEVELAND AVE	Industrial	No		No
CITY OF ALBANY MAINTENANCE YARD	548 CLEVELAND AVE	Corp Yard	No		Yes
GOLDEN GATE FIELDS	1100 EASTSHORE HWY	Corp Yard	No		Yes

Total number of businesses 96

Medium/Low Priority Businesses for Inspection² Are Inspected Less Frequently Than Once a Year

Name of Business	Address	Type of Business	Has Industrial General Permit Coverage?	Comments	Scheduled for Inspection in FY 2010/11⁵
KAADY CAR WASH	400 SAN PABLO AVE	Cleaning	No		Yes
NORGE CLEANERS/SATIN ENT.,LLC	398 SAN PABLO AVE	Cleaning	No		No
OK CLEANERS & LAUNDRY	609 SAN PABLO AVE	Cleaning	No		No
ONE HOUR MARTINIZING	1275 SOLANO AVE	Cleaning	No		No
ALBANY SHELL CAR WASH	999 SAN PABLO AVE	Cleaning	No		No
SAFEWAY STORES INC #676	1500 SOLANO AVE	Cleaning	No		No
SEVEN-ELEVEN #468-186	1540 SOLANO AVE	Cleaning	No		No
TARGET STORE T-1926	1057 EASTSHORE HWY	Cleaning	No		No

Total number of businesses 8

Grand total number of businesses on the Inspection List 104